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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 6 May 1958

FROM : Chief, Clerical Training

SUBJECT: Report No. 18, Week of 29 April - 5 May 1958

1. Conference with A&E Representatives.

A&E Staff, met with [] of Clerical Training. The discussion centered around the possibility of A&E's being able to determine from Clerical Refresher Training pre-tests the learning ability of students enrolling in the skills training (typewriting and shorthand). If this study is feasible, the findings may predict whether the employee would benefit from class instruction.

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2. Testing of Applicants for Typing Positions. Only a small number of applicants and an equally small number of new employees (EOD's) for typing positions were tested last week by the A&E Staff and by Clerical Induction Training, respectively. Because of the anticipated low numbers in both areas throughout May, [] that CIT will take the responsibility to test the groups together during this month. After consultation with [] advised [] that for experimental purposes they had decided the same typing test could be administered to both groups for this period. As a result, beginning Tuesday, 6 May, CIT will be giving the typing tests each Tuesday in May to both the applicants and EOD's, in Room 401, 1016 16th Street.

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3. Numbers in Clerical Induction Training. During the week of 29 April there were 12 people in Clerical Induction Training. Of those, 2 entered for the first time.

4. Numbers in Clerical Orientation Training. During the week of 29 April there were 15 people in Clerical Orientation.

5. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 29 April were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	4	2
Typewriting	5	4

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